



**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 08-05

25 January 2008

TIMELY SUBMISSION OF LWOP-US AND RTD ACTIONS

EXPIRES: No expiration

1. Full-time Technicians entering or returning from military service should not be distracted by their Technician Employment Benefits. They need the comfort of knowing their affairs are in order and their rights protected. While the Uniformed Services Employment and Reemployment Rights Act (USERRA) provides employment protection, it is imperative that Leave Without Pay due to Uniformed Services (LWOP-US) and Return to Duty (RTD) procedures are processed in a timely manner.
2. To avoid conflicts with Technician Employment Benefits, appropriate LWOP-US and RTD requests must be submitted to the Human Resources Office (HRO) at least fourteen (14) days prior to entering and/or returning from military duty. Delayed requests significantly impact various employment benefits such as timely salary income, step increases, Thrift Savings Plan (TSP) make-up contributions, Retirement Service Computation Dates (SCD), leave accrual, and the Federal Employee's Health Benefits (FEHB) to include its premium deductions.
3. Technicians having erroneous issues with TSP make-up contributions and/or FEHB premium deductions/debt incurrence, and any other benefits should immediately contact the HRO.
4. Review Employment Benefits guidelines and USERRA procedures and references at:
<http://www.calguard.ca.gov/cahr/Pages/Publications.aspx>.
 - a. USERRA, CNG FPR 353.
 - b. LWOP-US, CNG Form 690-38; SEP-US, CNG Form 690-39; and RTD, CNG Form 690-40.
 - c. Hours of Duty, Absences and Leave, CNG FPR 630.
 - d. Services and Benefits, CNG FPR 800.
5. Questions may be directed to OC William Anderson at CAGNET 6-3256, DSN 466-3256, (916) 854-3256, or email at william.l.anderson1@us.army.mil.


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